Peter J. Boynton
Commissioner

ADVISORY BULLETIN 2010 – 6
Issued October 21, 2010

RE: <u>Annual Verification and Update of Resource Typing</u>

Introduction

The National Response Framework (NRF) and the National Incident Management System (NIMS) articulates the value of typing various resources that may be necessary during incident response and / or recovery. Beginning in November 2007, and supported by Federal Fiscal Year 2007 Homeland Security Grant Program, the Connecticut Department of Emergency Management and Homeland Security (DEMHS) and Regional Emergency Planning Teams (REPTs) launched a resource typing initiatives to catalog emergency resources statewide. As one of the grant deliverables for the Homeland Security Regional Collaboration Grant Program, the REPTs compiled resources typing information for different Regional Emergency Support Functions (RESF). Originally, each region typed ESFs 3 (Public Works), 4 (Firefighting), 8 (Emergency Medical Service), and 13 (Law Enforcement). In FFY 2009, typing of RESF 11 (Animal Response) will be completed. Future grant year deliverables will include further RESF resource typing until all RESFs deemed necessary for Connecticut have been completed.

Purpose

It is imperative that the resource typing information be kept current so that all response agencies have an accurate record of potentially available resources during an emergency. This policy outlines how this information shall be annually verified for accuracy as well as how to add, change, or delete current resource information.

Procedure

Beginning with the Federal Fiscal Year (FFY) 2010 REPT grant (program period August 1, 2011 to March 31, 2013), the annual update and verification of the resource typing information will be a standard grant deliverable. To accomplish this annually, the following shall occur:

1. On or about **January 1** of each year, the Regional Coordinator will email the attached verification form to each Emergency Management Director (EMD) and Regional Emergency Support Function (RESF) Chair within his/her region. This form will also be available on the DEMHS website (www.ct.gov/DEMHS). This correspondence will include a link to the WebEOC™ Resource Typing information that DEMHS currently has on file.

2. Each EMD and RESF Chair will review and update the regional resources and complete the attached form. This form will allow them to sign off that all information is correct or they may add, change, or delete any resources. The forms must be returned to the DEMHS Regional Coordinator / Regional Office no later than **June 15**.

3. The Regional Coordinator will ensure that each municipality and RESF has responded to the request and will continue to contact the individual(s) to obtain the missing information until the region's information is complete.
4. The Regional Coordinator will then forward all of the forms to the Strategic Planning & Grant Administration (SPGA) Division as a grant deliverable. In doing so, s/he will also copy the region's grant administrative agent (listed below are the administrative agents for the FFY 2009 grant cycle, the 2010 agent list will be available in Spring 2011) who will record the submission as part of the quarterly grant progress reports.
5. DEMHS will enter the updated information into the WebEOC™. This will allow all personnel with access to WebEOC™ to see the most current information that DEMHS has on file. Should a correction need to be made, the EMD or municipal representative may make the change at any time throughout the year by contacting the DEMHS Regional Coordinator.

DEMHS, in partnership with the REPTs, is committed to the maintenance of a strong preparedness posture. Annual verification of the statewide resource typing database will further this important goal.

_____   10/21/10
Peter J. Beynton, Commissioner   Date

FFY 2009 Grant Administrative Agent
Region 1 – City of Bridgeport
Region 2 – Connecticut River Estuary Regional Planning Agency
Region 3 – Capitol Region Council of Governments
Region 4 – Windham Region Council of Governments
Region 5 – Council of Governments, Central Naugatuck Valley